



## **Job Description**

<b>TITLE:</b>	<b>Pastoral Officer</b>
<b>POST HOLDER:</b>	<b>Vacancy</b>
<b>GRADE:</b>	<b>Grade 7 Point 8 – Point 11</b>
<b>START DATE:</b>	<b>ASAP</b>
<b>CONTRACT:</b>	<b>Permanent</b>
<b>WEEKLY HOURS:</b>	<b>36 hours per week</b>
<b>WEEKS PER ANNUM:</b>	<b>39 weeks</b>
<b>RESPONSIBLE TO:</b>	<b>Pastoral Manager</b>

### **Job Purpose**

Supporting both staff and students to access their learning, contact with families/external agencies and supporting a range of student activities throughout the school.

Working under guidance, to provide support in addressing the needs of students who require particular help to overcome barriers to learning.

### **Core Tasks and Responsibility:**

There are four key areas responsibility:

- Support for Students, Teachers, Student Support Team and the School.

### **Support for Students**

#### **You have responsibility to:**

- Provide pastoral support to students
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene development
- Assist teachers with behavioural strategies to ensure the implementation of IEPs.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.

- Establish productive working relationships with students, acting as a role model.
- Promote the speedy/effective transfer of students across phases and integration of those who have been absent.
- Provide information and advice to enable students to make choices about their own learning / behaviour / attendance.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour and attendance.
- Monitor a targeted set of students with additional needs and/ or an accumulation of behavioural referrals, in order to monitor behaviour, attitude, attainment & attendance.
- Conduct one to one interventions, with a view to strategically remove barriers to learning, whilst encouraging ongoing personal & academic development.
- Support the school to raise aspirations of students and their families, especially encouraging students to consider pathways to university.
- Implement structured mentor programme, by looking at behavioural referrals & support plans with clear goals and action points.
- Work as a key assertive mentor for specifically targeted students.

## **Supporting the Student Support Team**

### **You have responsibility to:**

- Support with transition to and from Parkside.
- Support students' access to learning using appropriate strategies and resources.
- Monitor students' progress against action plans.
- Provide on call, if needed
- Provide isolation cover, if needed.
- Provide homework intervention cover, if needed.
- Provide objective and accurate feedback and reports as required, to staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist in the monitoring and implementation of systems relating to attendance and integration.
- Clerical / admin support including dealing with paper based/electronic/telephone correspondence, compilation / analysis / reporting on attendance, behaviour.
- Lead meetings with parents of a targeted set of students, to discuss progress, and decide specific: reports, plans and targets to a deadline.
- Monitor behavioural referrals daily, setting necessary sanctions, and bringing to the attention of the Director of Pastoral Care/ Assistant Headteacher for further intervention.
- Monitor & implement identified students' homework report, to correspond with the parents of a targeted group of students, providing feedback to parents on progress, whilst promoting parental engagement.

- Monitor behaviour around school whilst supporting staff in classrooms to enforce the school's behaviour policy, giving and enforcing clear sanctions where necessary.

## **Support for the School**

### **You have responsibility to:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the Pastoral Team, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Attend targeted parents evenings, identified by the Director of Pastoral Care.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake planned supervision of students' out of school hours learning activities, including detentions.
- Supervise students on visits, trips and out of school activities as required.
- Assist & take the lead role in undertaking key research (parental engagement and effectiveness of information) in the interests of the schools development.

### **Other Duties**

- Undertake professional development as required and participate in the school's annual professional development programme.
- To comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school's Equal opportunities Policy.
- Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

### **Physical Requirements**

- There are no physical requirements, but the successful candidate is expected to be in good health and capable of working at a workstation and moving around the school site.

### **Suggested Hours**

- Working times:  
Monday to Friday 8.00am – 3.30/4pm (alternating days) (30-minute lunch to be taken)

**Annual Leave** - All annual leave MUST be taken in school holidays



## Person Specification

### Post Title: Pastoral Officer

CRITERIA	QUALITIES
<b>Qualifications</b>	<p>GCSE grades A*-C or equivalent in English and Mathematics.</p> <p>2 x A Level GCE Grades A* - E or Level 3 Equivalent</p> <p>Counseling skills/training.</p> <p>Ability to use data and generate reports.</p> <p>Understanding, knowledge and sound application of the Microsoft Office Packages including Excel 2010 or later.</p> <p>Working knowledge and administration of Schools Information Management System (SIMS).</p> <p>Assertive mentor and conflict resolution training desirable.</p>
<b>Experience</b>	<p>Recent relevant and appropriate experience working in a supportive and guidance capacity with children of KS3 and KS4 secondary school age with a range of abilities. Experience of pastoral care, including liaison with parents and outside agencies.</p> <p>Resolving student welfare and behaviour issues including conflict resolution.</p> <p>Demonstrated impact in a professional environment.</p> <p>Communication, including challenging conversations, with a range of different stakeholders that have resulted in a positive change.</p> <p>Demonstrated impact in an educational environment.</p> <p>Experience of working with Multi Discipline Teams.</p> <p>Development and implementation of systems that result in positive change.</p>

<p><b>Specialist Knowledge</b></p>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• Communicate, including challenging conversations, effectively orally, in writing and digitally with adults and young people.</li> <li>• Positively promote the school to students, parents, colleagues and other community groups.</li> <li>• An understanding of Starting Point and the ‘Early Help’ process.</li> <li>• Well-developed interpersonal skills and proven ability to relate well to school staff, students, parents and other colleagues in the support services.</li> <li>• Good understanding of data protection and confidentiality issues.</li> <li>• Working knowledge of child protection issues and safeguarding.</li> <li>• Statistical data analysis and reporting.</li> <li>• Input and retrieve data efficiently and accurately.</li> <li>• Work as a member of a team.</li> <li>• A genuine liking for and concern to improve the lives and learning opportunities of young people</li> <li>• A commitment to working with other adults to ensure that every child achieves their full potential.</li> <li>• Willingness and ability to work with others to reduce barriers to learning.</li> <li>• Use strategies to motivate students and promote increased levels of aspiration and attainment.</li> <li>• Positive and confident to reflect upon the impact of the job role to instigate positive change.</li> <li>• Work under the direction of a senior colleague and prioritise, plan and organise your own workload as required.</li> <li>• Operate calmly and effectively under pressure.</li> <li>• Resourceful and resilient.</li> <li>• Decisive.</li> <li>• Show initiative and self-motivation.</li> <li>• Show commitment to a clear and shared vision for an effective school.</li> </ul>
<p><b>Personal qualities</b></p>	<p>Commitment to promoting the ethos and values of the School and getting the best outcomes for all students.</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times and acting in a professional and tactful manner</p>

	<p>Commitment to safeguarding and equality. Embrace change well.</p> <p>Deal with difficult situations effectively.</p> <p>Smart appearance with the ability to communicate with staff, students, parents and outside agencies with a polite, professional manner and able to work under pressure.</p> <p>You will be flexible, have excellent communication and organisational skills and attend evening and early morning if necessary.</p> <p>Adhere to security requirements re. Child Protection and Data Protection regulations.</p>
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*Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.*

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2023

Next review date: September 2024

**Postholder's signature:**

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**Name:**

**Date:**